

# How to Use Reviewr

IMPORTANT | EST. TIME: 20 MINUTES PER TEAM

## Overview

- **Reviewr** is the official evaluation platform where you will submit the Midterm and Final Report. This guide will walk you through the steps of Gathering Your Team's Information, Creating Your Team's Reviewr Account, and Submitting Your Team's Deliverables.
- **Reviewr** is a **separate platform** from **WInS**. If you try to sign in with an old account, our system will not recognize you. Follow the steps in this guide to create your team's new Reviewr account.
- **ONE** Reviewr account **per team**
- You **must** use the **same account** to submit both the Midterm Report in October, and Final Report in December.
- The **Midterm Report is due October 31 by 10:00 p.m. ET**
- The **Final Report is due December 12 by 8:00 a.m. ET**

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**CREATE ONE REVIEWR ACCOUNT PER TEAM:**

[https://my.reviewr.com/site/Wharton\\_InvestmentCompetition\\_Midterm\\_2023](https://my.reviewr.com/site/Wharton_InvestmentCompetition_Midterm_2023)

## Choosing a Reviewr Liaison

As a team, choose **ONE STUDENT** (Student Leader or Team Member) to manage your team's Reviewr account.

The Reviewr Liaison is responsible for:

- a. Gathering the entire Team's information
- b. Making sure ALL information is correct (This is your **Final** Team Roster)
- c. **Creating the Reviewr account**
- d. **Adding the Team's Information** into Reviewr
- e. **Submitting the Midterm Report before October 31** through Reviewr's file upload
- f. **Submitting the Final Report before December 12** through Reviewr's file upload

**Keep in mind:** The sign-up process takes roughly 15-20 minutes per team. If you are an advisor with multiple teams, it may be best to delegate and coordinate with your Student Leaders. Be sure to communicate to them the importance of accurately entering the team's information.

## Gathering Your Team Information

Locate the following information with your team. You will be submitting this information when you create your Team Reviewr account. *Be intentional about spelling* - this is your **FINAL** team roster. No fields should be left blank.

### Team Information

- **Team ID number:**

(Your Team ID number is displayed in WInS as your "User ID" – If you do not have it already, this number ID must be retrieved from your Advisor. They can access your Team's User ID on their WInS admin page. **See visual guide on next page.**

- **Team Name:**

(Your Team Name is your username from WInS)

- **Team School:**
- **URL of School Website:**
- **Team Country:**
- **Total Number of Team Members (4-7):**

## HOW TO FIND YOUR TEAM ID NUMBER (USER ID)

Advisors can locate the Team ID (User ID) by logging into WInS and clicking “Admin,” on the right-hand side, then clicking “Instructor Administration” (See *Figure 1*). On the next page, the seven-digit Team ID number can be found to the right of the Team’s information (See *Figure 2*). Each Team ID number is unique – **make sure you have the correct one** when you create your Reviewr account.

The screenshot shows the Wharton Global Youth Program dashboard. At the top right, there is a navigation bar with links: Home, Contact Us, Welcome back, 2022-2023 W..., and Logout. Below this, there is a secondary navigation bar with links: Dashboard, Portfolio Simulation, Investing Research, and Admin. The Admin link is highlighted with a red box and an arrow pointing to it with the text "#1 Click 'Admin'". Below the Admin link, there is a dropdown menu with the option "Instructor Administration" highlighted with a red box and an arrow pointing to it with the text "#2 Click 'Instructor Administration'".

The main content area shows a "My Dashboard" section with various metrics: Trading Portfolio (50 Days Left), Portfolio Value (\$100,000.00), Portfolio Return (0.00%), Cash Balance (\$100,000.00), Buying Power (\$100,000.00), My Ranking (0 / 5053), and Trades Made (0 / 200). Below these metrics are links for Open Positions, Closed Positions, Portfolio Summary, Transaction History, Ranking, Graph My Portfolio, and Rules. The Open Positions section shows "There are presently no Equities in your portfolio." The Watchlist section shows a table with columns: SYMBOL, EXCHANGE, LAST PRICE, CHANGE (\$), and VOLUME. The table contains two rows: AAPL (US, 138.34, -0.64, 480) and BAC (US, 29.86, 0.09, 118). On the right side, there is an "Announcement" section with text about the Week 3 Email and a "Getting Started" section with links to User Guide, Competition Learning Modules, Tutorial Videos, and Portfolio FAQs.

*Figure 1*

The screenshot shows the "INSTRUCTOR ADMINISTRATION" page. At the top, there is a banner for the "WHARTON PRE-BACCALAUREATE PROGRAM" with a "LEARN MORE AND APPLY TODAY!" button. Below the banner, there is a navigation bar with links: DASHBOARD, MY PORTFOLIO, TRADING, QUOTES, ADMINISTRATION, and ADMIN. The ADMINISTRATION link is highlighted. Below the navigation bar, there is a section for "TEAM NAME: PORTFOLIO TEAM VALUE \$0.00 TEAM RETURN 0.00% TEAM CASH BALANCE \$0.00". Below this, there are several charts for DOW JONES, S&P500, NASDAQ, CRUDE OIL, BRENT OIL, and NAT GAS. The main content area shows a table with columns: Username, First Name, Last Name, Password, Email, and User Id. The table contains one row with the following data: Example Username, Example First Name, Example Last Name, Example Password, exampleemail@example.com, and Example Team ID Number: 1234567. The User Id column is highlighted with a red box and an arrow pointing to it with the text "This is where the Team's unique Team ID/User ID number is located". On the right side, there is a "Getting Started" section with links to User Guide, Competition Learning Modules, Tutorial Videos, and Portfolio FAQs.

*Figure 2*

## Required Information for Team Members

- **First Name:**
- **Last Name:**
- **Email address:**
- **Graduation year:**
- **Name of high school:**
- **Country where school is located:**
- **Gender:**

## Advisor Information

- **Advisor First Name:**
- **Advisor Last Name:**
- **Advisor Professional Role:**
- **Advisor Email Address:**
- **Principal Name:**
- **Principal Email Address:**

## Creating Your Team's Reviewr Account:

**Please make ONE new account for your team.** If you try to sign in with an old account, our system will not recognize you. Choose **ONE** person to create your team's Reviewr account.


- Creating the Reviewr account takes about **15 minutes** *if you have all your team members' information ready.*

**Note for Advisors with many teams:** It will take a long time to manually enter all your students' information correctly. It may be better to communicate with your Student Leaders, explain the importance of entering the information correctly to them, and delegate the task of creating their team's Reviewr account to them.

**CREATE ONE REVIEWR ACCOUNT PER TEAM USING THIS LINK:**

[https://my.reviewr.com/site/Wharton\\_InvestmentCompetition\\_Midterm\\_2023](https://my.reviewr.com/site/Wharton_InvestmentCompetition_Midterm_2023)

## Submitting Your Deliverables:

Click the  icon on the left-hand side in Reviewr for directions on how to submit/re-submit your report in Reviewr. Report requirements can be found on our website: [Deliverables](#).